







APPLICATION FOR EXPEDITED CONSIDERATION OF FIRST DAY MATTERS

Please review the [General Order Adopting Guidelines Governing First Day Matters](#). Use the court's standard form, [Application for Expedited Consideration of First Day Matters](#). File all underlying motions first leaving the Hearing Information screen blank. File the Application for Expedited Consideration next, leaving the Hearing Information screen blank and link the application to all underlying motions. The court will set the hearing in the Order. Notice the appropriate judge via phone or e:mail that this application has been e:filed. Please review the court's [Tips for E:Filing Documents Related to the New Chapter 11 Initiative](#).


- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Expedited Consideration of First Day Matters** from drop down list; click [NEXT]
- STEP 5** If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.
- STEP 6** Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]
-  *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*
 -  *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*
- STEP 7** Click [NEXT] to skip the Hearing Information screen. **DO NOT SET A HEARING DATE**
-  *TIP - Notify the appropriate judge via phone or e:mail that an Application for Expedited Consideration has been filed. The judge will set the return*

date in the order.

STEP 8 Upload the completed standard form and any certifications as attachments; click [NEXT]

-  *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
-  *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*
-  *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

STEP 9 Place a check in the box “Refer to an Existing Event?”; click [NEXT]


-  *TIP - All underlying motions should be e:filed first. Link this application to all underlying motions.*

STEP 10 Select the category to which your event relates; click [NEXT]

STEP 11 Place a check in the box next to all motions requiring expedited consideration; click [NEXT]

STEP 12 Confirm case name and number; click [NEXT]

STEP 13 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

-  *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Application for Expedited Consideration of First Day Matters (related document: [3] Motion to Continue Credit Card Facilities filed by Debtor XY Transport, [4] Motion to Use Cash Collateral filed by Debtor XY Transport) Filed by John Smith on behalf of XY Transport (Smith, John)

STEP 14 **Notice of Electronic Filing** displays.